



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON, ALASKA AND FORT RICHARDSON (PROV)
724 POSTAL SERVICE LOOP #6000
FORT RICHARDSON, ALASKA 99505-6000

REPLY TO
ATTENTION OF:

IMPC-FRA-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison, Alaska Award Recognition Policy (USAG-AK-03)

1. References:

- a. Army Regulation 600-8-22, 25 Feb 95, Military Awards
- b. Army Regulation 672-20, 29 Jan 99, Incentive Awards

2. Purpose. To establish policies and procedures for the Alaska Garrison Military and Civilian Awards Processing Program.

3. General. Caring for Soldiers, civilian employees and our family members is paramount to the success of Alaska Garrison Command. It is the policy of this command to recognize personnel for their significant achievements and outstanding service in a timely manner with appropriate decorum.

4. Policy/Procedures.

a. Commanders/Directors will ensure each individual is presented his or her honorary award in an appropriate ceremony prior to their departure from Alaska. The awards submission timeline below establishes guidelines to ensure adequate processing time for awards. Every award that is submitted for a military member must have a copy of the BRM scorecard and APFT card. For late awards, recommendations must be signed by the Fort Wainwright Garrison Commander or my Deputy. Civilian honorary award recommendations (DA Form 1256) above the Commander's Award for Civilian Service must be accompanied by a narrative justification for the award, proposed citation, awards history, and a biography of the individual. Supervisors are responsible for ensuring that award requests meet all requirements set forth in Army Regulations 672-20 and 600-8-22.

(1) Distinguished Service Medal (DSM) and Decoration for Exceptional Civilian Service: To Alaska Garrison 140 days prior to desired presentation date.

(2) Legion of Merit (LOM) and Meritorious Service Award: To Alaska Garrison 110 days prior to desired presentation date.

(3) Meritorious Service Medal (MSM) or Superior Service Award: To Alaska

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Garrison 80 days prior to desired presentation date.

(4) Army Commendation Medal (ARCOM) and civilian equivalent: To Alaska Garrison 40 days prior to desired presentation date.

(5) The Fort Wainwright Garrison Commander continues to have approval authority for the Army Achievement Medal and Achievement Medal for Civilian Service.

5. Nomination and Packaging of Awards.

a. An employee's supervisor or any individual having direct knowledge of the act, service, scientific or other achievement, in coordination with the employee's supervisor, may initiate an award nomination. Civilian honorary award nominations will be correctly formatted for signature. All awards surpassing the supervisor's signature authority as designated in this policy will be accompanied by the following items:

(1) DA 1256 to nominate and process awards; indicating the category of the award and annotating the dollar amount or number of hours requested. If requesting an award based on the employee's current performance rating, a copy of the first and second pages of the employee's evaluation will be attached with the suggested award amount.

(2) Justification of the employees' significant contribution.

(3) Copy of the employees' award history.

(4) For Fort Wainwright employees; a confirmation from the Fort Wainwright Garrison Commander or Deputy of concurrence.

6. Superior Accomplishment Awards.

a. Time Off Awards (TOA) — The purpose of TOA is to encourage and reward superior accomplishments that contribute to the quality, efficiency, or economy of Government operations. TOA can be used to recognize recent accomplishments and as incentives to motivate future performance. Employees may be granted a maximum of eighty (80) hours of time off, without charge to leave or loss of pay, during the leave year. A maximum of forty (40) hours may be awarded for a single accomplishment. Accomplishments/contributions must directly support the Army mission or result in benefits to the Government. The extent of the contribution will be considered when determining the amount of time off that is approved. Refer to Table 7-3, AR 672-20 when determining the amount of time off to be approved. Directors and immediate supervisors are delegated the authority to approve TOA of eight (8) hours or less. Awards over eight (8) hours must be approved by the USAG-AK Commander or Deputy to the Commander.

The chart below reflects the value of a TOA as it relates to the approximate percentage of employees' annual salary.

8 Hour Day		10 Hour Day	
1 day	.4%	1 day	.5%
2days	.8%	2days	1.0%
3 days	1.1%	3 days	1.4%
4 days	1.5%	4 days	1.9%
5 days	1.9%		

b. Special Act or Service Awards – All appropriated fund employees are eligible for this award. A Special Act or Service Award is a cash award given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities. The act or service must result in either tangible or intangible benefits or both to the Government and may involve more than one employee. Refer to Table 7-1 and/or Table 7-2 when determining the amount to be approved.

7. I and my Deputy retain the authority to approve Special Act or Service Awards of \$500 or more and if the total awarded to an individual in a fiscal year will exceed that amount. This award should be used only when performance or honorary awards are not appropriate.

8. On-The-Spot Cash Awards (OTS) - This award cannot exceed \$250 per nomination. Directors may delegate immediate supervisors the authority to approve On-The-Spot Cash Awards, unless the total awarded to an individual in a fiscal year will exceed \$500.

9. Performance Awards — General Schedule (GS) and Wage Grade (WG) employees are eligible to receive performance awards. To be eligible, the employee must have a current performance rating that supports the performance award. I and my Deputy retain the authority to approve performance awards in excess of 3% of the employee's annual basic salary or \$1000, whichever is less. Directors are designated the authority to authorize Time Off Awards in conjunction with yearly performance awards up to 40 hours.

10. Quality Step Increases (QSI) — Only General Schedule (GS) employees are eligible to receive a QSI. To be eligible for a QSI the employee must have a current performance rating of Exceptional and must not have been granted a QSI in the previous 52-week period. The employee must be expected to remain in the position at

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the same grade level that was the basis for the Exceptional rating, or a similar position at that grade level for at least 60 days. I and my Deputy retain the authority to approve every QSI.

11. The Fort Wainwright Garrison Commander, and Deputy to the Garrison Commander, along with Directorate heads, are delegated the authority to approve awards consistent with the limitations contained in this memorandum. This authority to approve awards will not be further delegated, unless specified. I retain the approval authority for all awards, which exceed the limitations in this memorandum.

12. The Request for Personnel Action (RPA) for approved awards will be routed through the appropriate budget office for funds availability and fund cite certification prior to submission to the Civilian Personnel Advisory Center (CPAC).

13. Unless otherwise noted in this memorandum, approving officials must be at a level higher than the individual who recommended the award.

14. Employees will not be notified that they have been recommended for an award prior to approval and final processing of the award by the Civilian Personnel Operations Center (CPOC).

15. Program directors may establish internal funding levels within their organizations, but will not exceed 1 percent of the aggregate base payroll. Approval of nominations for awards places direct responsibility on approving officials to assure that awards are not granted on a routine and repetitive basis. Objective and judicious review of nominations and a balanced use of honorary, time off and monetary awards is necessary if they are to remain meaningful and serve as a true incentive to the work force.

16. Your support for the awards program demonstrates your dedication to your personnel. Commanders and Directors will ensure awards are truly based on performance. Doing so will give Soldiers and civilians pride in knowing their specific accomplishments were indeed appreciated.

//Original Signed//
DAVID L. SHUTT
COL, AR
Commanding

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Special